



# Washington State Liquor Control Board

## REQUEST FOR QUOTES (RFQ)

**Reference Number**

K146

**Title**

Depository Safes

**Quote Due Date & Time**

March 9, 2010 2:00pm (PST)

Procurement Coordinator

Katie Iles

Phone

(360) 664-4521

Email

[ki@liq.wa.gov](mailto:ki@liq.wa.gov)

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### 1. ANNOUNCEMENT AND SPECIAL INFORMATION

Bidders are required to read and understand all information contained within this entire quote package.

In support of the Washington State Liquor Control Board's (WSLCB's) economic and environmental goals, the WSLCB encourages bidders to consider the following elements in responding to bids. These are not a factor of award (unless otherwise specified in this document):

- Using environmentally preferable products and products that exceed EPA guidelines
- Supporting a diverse supplier pool, including small, minority, and women-owned firms
- Featuring products made or grown in Washington.

**PLEASE SUBMIT BIDS VIA EMAIL DIRECTLY TO THE PROCUREMENT COORDINATOR LISTED ABOVE**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE RFQ K146 – [VENDOR NAME] IN THE SUBJECT LINE**

### 2. SCOPE

The Washington State Liquor Control Board (WSLCB) is conducting this Request for Quotes (RFQ) in order to establish a contract for the as needed purchase of Depository Safes, and related goods and services, including but not limited to locks, installation and repair, for WSLCB locations throughout the state of Washington.

**Background:**

The WSLCB was formed in 1933 by the Steele Act to regulate the importation, manufacture, distribution, and sale of alcohol within the State of Washington. The Mission of the WSLCB is to promote public safety by preventing the misuse of alcohol and tobacco through controlled retail and wholesale distribution, licensing, regulation, enforcement and education.

Currently, the WSLCB operates 161 State Liquor Stores throughout the State, which collectively market over 2,000 spirit, beer and wine products. It is the responsibility of the WSLCB to protect the funds collected from the sales of these products. To aid in this, the WSLCB currently provides Depository Safes in all State Liquor Store locations.

It is estimated that within the current biennium the WSLCB will open new stores, and Depository Safes may be required for these locations. The contract resulting from this RFQ will be utilized for the purchase and installation of Depository Safes for WSLCB State Liquor Stores located throughout Washington. While the WSLCB anticipates that the majority of these new Depository Safes will be needed in Western Washington, the WSLCB reserves the right to request Depository Safes in Eastern Washington to meet the operational needs of the agency.

**Purpose:**

The purpose of this solicitation is to establish a Contract for the as needed purchase of Depository Safes and related goods and services, including but not limited to locks, installation, and repair.

The intent of this solicitation is to acquire Depository Safes as stated in this RFQ document. However, the WSLCB reserves the right to add or remove Depository Safe requirements, components, equipment, and services to meet the operational and strategic objectives of the WSLCB.

**Specifications/Service Requirements:**

Bidders shall be evaluated on their ability to meet the following requirements. If a Bidder fails to meet any of the following requirements, their response may be rejected as non-responsive.

Depository Safes:

The WSLCB has standardized on the following Frontload AMSEC Depository Safe models. These safe models have been approved and adopted as a standard by the WSLCB. The Awarded Contractor shall provide the following Depository Safes:

1. **AMSEC Model BWB2020-FL, or equal**
  - Including LaGard 3600 Lock, or equal, with the following features:
    - Digital Time Delay Lock
    - Round Entry
    - Swingbolt Lock
    - Override capability
  - Installation to include bolting safe to floor
2. **AMSEC Model BWB3020-FL, or equal**
  - Including LaGard 3600 Lock, or equal, with the following features:
    - Digital Time Delay Lock
    - Round Entry
    - Swingbolt Lock
    - Override capability
  - Installation to include bolting safe to floor
3. **AMSEC Model BWB4025-FL, or equal**
  - Including LaGard 3600 Lock, or equal, with the following features:
    - Digital Time Delay Lock
    - Round Entry
    - Swingbolt Lock
    - Override capability
  - Installation to include bolting safe to floor

The WSLCB has adopted the AMSEC Model BWB3020FL, as the most common standard and anticipates the majority of the orders placed will be for this model. However, the WSLCB anticipates that the AMSEC Models BWB2020FL and BWB4025FL may also be needed on a less frequent basis to meet the operational needs of the agency.

The WSLCB has standardized on AMSEC Depository Safe models BWB2020-FL, BWB3020-FL, BWB4025-FL. The Depository Safes provided by the Awarded Contractor shall be the above manufactured Depository Safes, or equal, to be determined by the WSLCB.

The Awarded Contractor must be capable of providing alternate Depository Safes, other than those specified herein. The WSLCB reserves the right to modify the Depository Safe requirements and negotiate variance in price for alternative configurations with the Awarded Contractor.

General Requirements:

The WSLCB anticipates delivery and installation of the first Depository Safe may be required in Seattle, Washington no later than **March 15, 2010**. Actual delivery and installation dates will be determined upon award.

The Awarded Contractor shall ensure that all WSLCB questions and/or complaints are addressed within twenty-four (24) hours.

The Awarded Contractor shall provide a copy of owner's manuals and warranty information with each installed Depository Safe. The Awarded Contractor shall provide the WSLCB with model numbers and serial numbers for all installed Depository Safes.

The Awarded Contractor may be required to facilitate repair, maintenance and/or troubleshooting services for the WSLCB Depository Safes. The Awarded Contractor must be capable of, or willing to subcontract for these services. The Awarded Contractor shall ensure that all repairs, maintenance or troubleshooting services commence within forty-eight (48) hours.

**Delivery and Installation:**

The Awarded Contractor must be capable of delivery and installation of the Depository Safes and equipment as specified herein. The Awarded Contractor shall deliver and install Depository Safes at designated WSLCB locations, in a professional manner in accordance with industry standards and best practices.

Depository Safes and related goods shall be delivered Free on Board (FOB) destination, with actual pricing to be determined at time of order placement.

The WSLCB reserves the right to determine actual delivery and installation locations following award of the Contract. Actual delivery and installation locations shall be provided to the Awarded Contractor during order placement.

Delivery and installation times must be agreed upon between the WSLCB and the Awarded Contractor in advance. The Awarded Contractor shall transport the Depository Safe into the WSLCB location. The Awarded Contractor shall install the Depository Safe with all required components, at the WSLCB location. The Awarded Contractor shall ensure that the Depository Safe is properly bolted and anchored to the floor.

**3. ORDER PLACEMENT**

Orders may be placed in the form of a Purchase Order, Amendment, or similar order document which shall notify the Awarded Contractor of the delivery and installation location, Depository Safe model, and installation deadline to meet the requirements of the WSLCB.

**4. AWARD**

The Washington State Liquor Control Board intends to award a Contract to the lowest responsive, responsible bidder that represents the best overall value to the WSLCB.

The WSLCB reserves the right to award on an All or None consolidated basis taking into consideration reduction in administrative costs as well as Quote prices.

**The Washington State Liquor Control Board does not represent or guarantee any minimum purchase. This solicitation does not obligate the Washington State Liquor Control Board to contract for the goods and services specified herein.**

## **5. PERIOD OF PERFORMANCE**

The initial term of the contract resulting from this RFQ shall be from date of award through June 30, 2011, with the option to extend for additional term(s) or portions thereof. Extensions for each additional term shall be offered at the sole discretion of the WSLCB and are subject to written mutual agreement. The total contract term, including the initial term and all subsequent extensions, shall not exceed six (6) years unless an emergency exists and/or special circumstances require a partial term extension.

## **6. REFERENCES**

The WSLCB reserves the right to request references, after Quote submittal, to assist in determining the overall responsibility of the Bidder. The WSLCB reserves the right to reject any Quote submittal that upon receipt of the references, the Bidder receives unfavorable references.

## **7. POST AWARD CONFERENCE**

The awarded contractor may be required to attend a post award conference scheduled by the Procurement Coordinator to discuss contract performance requirements. The time and place of this conference will be scheduled following contract award.

## **8. INSURANCE**

The Awarded Contractor will be required to obtain insurance to protect the WSLCB should there be any claims, suits, actions, costs, or damages or expenses arising from any negligent or intentional act or omission of the Contractor or its agents, while performing work under the contract. Within fifteen (15) calendar days of receipt of award, the Awarded Contractor shall furnish evidence in the form of a certificate of insurance.

## **9. PRICING**

The WSLCB seeks to acquire the Depository Safes and related goods and services that best meet the WSLCB's needs and offer best value.

Quote prices must include all Cost components needed for the Depository Safes as described in this Solicitation document, including but not limited to materials, assembly, delivery, installation, labor, and all things necessary to complete the project. The proposed pricing should reflect the current market and include the costs of bid preparation and servicing of accounts.

Unless otherwise specified in writing by the Bidder, quotations for work must be held firm for a minimum of 45 days after the opening date specified to provide sufficient time for evaluation and award.

## **10. MISCELLANEOUS EXPENSES**

Expenses related to day-to-day performance under any Contract, including but not limited to, travel, lodging, meals, incidentals will **not** be reimbursed to the Bidder. Pricing quoted by Bidder must include these costs.

## 11. PAYMENTS

The WSLCB will pay Contractor upon acceptance of goods and/or services provided and receipt of properly completed invoices, which should be submitted electronically to [HQSupply@liq.wa.gov](mailto:HQSupply@liq.wa.gov). If Contractor is unable to submit invoices electronically, invoices may be submitted by mail to: Washington State Liquor Control Board, Attn: Support Services, 3000 Pacific Ave SE, PO Box 43090, Olympia, WA 98504. Contractor shall select only one (1) method for invoice submittal, either electronically or by mail.

Each invoice shall:

- State INVOICE
- Identify the invoice number and date
- Be identified by Contract Number **K146**
- Identify Contractor's Statewide Vendor registration number assigned by Washington State Office of Financial Management (OFM)
- Be in U.S. dollars
- Identify the applicable prompt payment and/or volume discount(s)
- Identify payee name and address in compliance with U.S. Postal regulations
- Describe and document, to the WSLCB'S satisfaction, a description of the goods provided and/or work performed, including dates.
- Be accompanied by documentation that confirms that services were performed or products were received.
- Include model numbers and serial numbers for all installed Depository Safes.

The WSLCB may, in its sole discretion, terminate the contract or withhold payments claimed by the Contractor for goods and/or services rendered if the Contractor fails to satisfactorily comply with any term or condition of this contract.

No payments in advance or in anticipation of services or supplies to be provided under this contract shall be made by the WSLCB.

Payment shall be considered timely if made by the WSLCB within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

Payment for materials, supplies and/or equipment received and for services rendered shall be made by WSLCB and be redeemable in U.S. dollars. Any bank or transaction fees or similar costs associated with currency exchange procedures or the use of purchasing/credit cards shall be fully assumed by the Contractor.

Hard copy credit memos, accompanied by a check, are to be issued when the WSLCB has been overcharged.

## 12. HOURS OF WORK

The majority of the work performed under the contract resulting from this solicitation should be completed Monday through Friday between the hours of 8:00am and 5:00pm. Actual hours of work shall be mutually agreed upon between the WSLCB and the contractor.

## 13. CONTRACTOR PERFORMANCE

All work is to be performed and goods are to be provided completely and in a professional manner to the satisfaction of the WSLCB.

#### **14. EQUIPMENT AND SUPPLIES**

The contractor shall furnish all necessary equipment and supplies to complete the proposed project.

#### **15. MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES (MWBE)**

In accordance with the legislative findings and policies set forth in RCW 39.19, the State of Washington encourages participation in all of its Contracts by Minority and Woman Owned Business Enterprise (MWBE) firms either self-identified or certified by the Office of Minority and Women's Business Enterprises (OMWBE). While the state does not give preferential treatment, it does seek equitable representation from the minority and women's business community.

#### **16. QUOTE SUBMITTAL DOCUMENT**

Bidders are instructed to complete and submit the below Submittal Document as their Quote.

Bidder offers to furnish materials, equipment and services in compliance with all terms, conditions, and specifications herein including all amendments. Submitting this document constitutes complete understanding and compliance with the terms and conditions and certifies that all-necessary facilities, equipment, and personnel are available and established at the time of Quote submittal.

Failure to complete or provide sufficient information in response to this RFQ may result in the Bidder's response being rejected as non-responsive.

## **RFQ K146 SUBMITTAL DOCUMENT**

Bidder must complete and submit all sections of this Submittal Document as listed below:

- [Bidder Information](#)
- [Quote](#)

### **SUBMITTAL INSTRUCTIONS**

Complete Quotes must be received electronically on or before **March 9, 2010 at 2:00pm (PST)**. Bidder must complete and submit all sections of this Submittal Document. Bidder may attach additional sheets as necessary. Bidder should:

- Attach the completed submittal document to a single email message and send it to the Procurement Coordinator at [ki@liq.wa.gov](mailto:ki@liq.wa.gov).
- Clearly mark the subject line of the email: **RFQ-K146, Vendor Name**.
- The preferred software formats are Microsoft Word 2000 (or more recent version) and PDF. If this presents any problem or issue, contact the Procurement Coordinator immediately.
- To keep file sizes to a minimum, Bidders are cautioned not to use unnecessary graphics in their quotes.

Time of receipt will be determined by the e-mail date and time **received** at the WSLCB's mail server in the [ki@liq.wa.gov](mailto:ki@liq.wa.gov). The "receive date/time" posted by the WSLCB's email system will be used as the official time stamp. The WSLCB is not responsible for problems or delays with e-mail when the WSLCB's systems are operational. If a Quote is late, it may be rejected.

Quotes should be submitted in the format described in this solicitation. All Quotes and any accompanying documentation become the property of the WSLCB and will not be returned. Incomplete Quotes may be rejected. Quotes submitted by fax, will not be accepted and will be considered non-responsive.

## BIDDER INFORMATION

### **Bidder Profile**

Firm Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Federal Tax ID Number \_\_\_\_\_  
UBI \_\_\_\_\_  
Website URL \_\_\_\_\_

### **Bidder Authorized Representative**

Bidder must designate an Authorized Representative who will be the principal point of contact for the WSLCB. Bidder's Authorized Representative will serve as the focal point for business matters, customer service, and administrative activities.

Representative Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

### **Ordering, Invoicing, and Customer Service**

Please designate points of contact for ordering, customer service and invoicing inquiries that will be available for users of the contract.

#### **Order Placement:**

Contact Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### **Invoicing:**

Contact Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

Customer Service:  
Telephone: \_\_\_\_\_

### **Payment Options:**

☐ YES ☐ NO Do you offer a Prompt Payment Discount? If yes, please provide below.

Prompt Payment Discount \_\_\_\_\_ % \_\_\_\_\_ days, net 30 days.

☐ YES ☐ NO Will you accept the State's Purchasing Card (P-Card)?

☐ YES ☐ NO Will you accept Electronic Funds Transfer (EFT)?



What other forms of payment do you accept? Please list below.

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**Other:**

Please indicate services/options that would be available on the web site for users of this contract (e.g. account set up, payment, other):

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**OMWBE:**

☐ **YES**   ☐ **NO** Is your firm registered with the Washington State Office of Minority and Women's Business Enterprises (OMWBE)?

If yes, please provide your OMWBE Registration Number:

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**Sustainability:**

Please indicate any and all sustainable aspects of your product:

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**Lead Time After Receipt of Order:**

What is the Lead Time after Receipt of Order for a Depository Safe to be installed at the WSLCB location? Please state below:

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## PRICE QUOTE

### **Instructions to Bidder:**

Bidders are instructed to use the area below to submit a price quote, which includes all necessary materials, equipment, supplies, disposal, labor, and all things required to provide and install the Depository Safes as specified in this RFQ.

Check the applicable box:

☐ Yes   ☐ No   The proposed Depository Safes meet or exceeds all of the requirements as stated in Section 2 of this RFQ. *Please Note:* Selecting “No” may result in the Bidder’s response being rejected as non-responsive.

### **Quote:**

Bidder shall complete all empty fields in the table below. If proposing an equal, Bidder is instructed to specify the make and model number for each equal proposed.

ITEM DESCRIPTION	Unit Price
<b>AMSEC Model BWB2020-FL, or equal</b> <ul style="list-style-type: none"> <li>Including LaGard 3600 Lock, or equal, with the following features: <ul style="list-style-type: none"> <li>Digital Time Delay Lock</li> <li>Round Entry</li> <li>Swingbolt Lock</li> <li>Override capability</li> </ul> </li> </ul>	\$
<b>Installation of AMSEC Model BWB2020-FL, or equal</b> <ul style="list-style-type: none"> <li>To include transporting the safe into the WSLCB location and bolting/anchoring the safe to the floor</li> </ul>	\$
<b>AMSEC Model BWB3020-FL, or equal</b> <ul style="list-style-type: none"> <li>Including LaGard 3600 Lock, or equal, with the following features: <ul style="list-style-type: none"> <li>Digital Time Delay Lock</li> <li>Round Entry</li> <li>Swingbolt Lock</li> <li>Override capability</li> </ul> </li> </ul>	\$
<b>Installation of AMSEC Model BWB3020-FL, or equal</b> <ul style="list-style-type: none"> <li>To include transporting the safe into the WSLCB location and bolting/anchoring the safe to the floor</li> </ul>	\$
<b>AMSEC Model BWB4025-FL, or equal</b> <ul style="list-style-type: none"> <li>Including LaGard 3600 Lock, or equal, with the following features: <ul style="list-style-type: none"> <li>Digital Time Delay Lock</li> <li>Round Entry</li> <li>Swingbolt Lock</li> <li>Override capability</li> </ul> </li> </ul>	\$
<b>Installation of AMSEC Model BWB4025-FL, or equal</b> <ul style="list-style-type: none"> <li>To include transporting the safe into the WSLCB location and bolting/anchoring the safe to the floor</li> </ul>	\$
<b>Maintenance and Repair Services</b>	
<i>The following information is being requested for informational purposes only and will not be used as a factor of award:</i>	
Hourly rate for maintenance and repair services	\$ _____p/hr